

Executive Officer to the
DD/M&S, 7 D 26 Hqs

X

STATINTL

The attached material was forwarded to and reviewed by [REDACTED], Chief, ISAS, who has informed us that he could suggest no nominee for the "Ev" Alldredge award. On 12 April 1974, we advised Mr. William H. Collins, member of the "Ev" Alldredge Annual Award Committee, by telephone, that this Agency regretfully did not have a nomination to submit.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

Director of Personnel
5 E 58 Hqs [REDACTED]

15 APR 1974

STATINTL

Distribution:

- 0 & 1 - Addressee
- 1 - D/Pers
- 1 - DD/Pers/SP STATINTL
- ✓2 - C/BSO

OP/BSO [REDACTED]:gec (12 Apr 74)

STATINTL

[REDACTED]
Chief, ISAS
2 E 50 Hqs

Attached is an invitation for nominations for the "Ev" Alldredge annual award for "deserving Federal records management officers." If you should or should not have a nominee for this award, we would appreciate receiving your reply by 11 April.

STATINTL

15)
[REDACTED]
C/BSO

Chief, Benefits and
Services Division/OP, 5E61 Hqs [REDACTED]

8Apr74

STATINTL

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Personnel 5E 58 Hqs	8 Apr 74	le
2			
3	DD/Person/SP DC/BSD	8 APR 74	ny
4	CRSD	7/8	221
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

For any action deemed appropriate--
prior to 15 April.

D
LJD

#3 For quick survey to see if
we have a response.

Att: DD/M&S 74-1219

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Executive Officer to the DD/M&S
7D 26 Hqs

UNCLASSIFIED

CONFIDENTIAL

5 Apr 74
SECRET

FEDERAL RECORDS MANAGEMENT OFFICERS

March 28, 1974

From: "Ev" Alldredge Annual Award Committee
To: Federal Records Management Officers, and their
Immediate Superiors and Agency Heads
Subject: Invitation for nominations
Enclosure: (1) Rules concerning the award

1. The "Ev" Alldredge annual award for excellence of leadership in Federal records management was established two years ago. Enclosure (1) contains related information. The recipient in 1972 was Mr. Ollon D. McCool, Department of the Army, and in 1973, Mr. Donald J. Simon, Department of State.

2. The committee for the selection of the recipient of the 1974 award, to be presented at the annual conference at Annapolis on May 20 - 22, is pleased to invite nominations for consideration. (These should be submitted by April 15, to any member of the committee, in writing or orally (in conference or by telephone).

3. It is hoped that you will assist in furthering the worthy purpose of this award by nominating a deserving Federal records management officer. The members of the award committee, and their mailing addresses and telephone numbers, are indicated below:

William H. Collins
Department of the Treasury
Room 2453
15th & Pennsylvania Ave., N. W.
Washington, D. C. 20220
Run Stop 223
Phone: (202) WO 4-2792

Donald J. Simon
Department of State
2201 C Street, N. W.
O/FADRC, Room 1239
Washington, D. C. 20520
Run Stop 27
Phone: (202) 632-0394

Joseph H. Gorman
Atomic Energy Commission
Room CA230, Germantown
Washington, D. C. 20545
Run Stop 4
Phone: (301) 973-4151

Velda B. Stephanson
Department of the Interior
Office of Management Services
Room 5516
Washington, D. C. 20240
Run Stop 43
Phone: (202) 343-6460



W. Marvin Kincaid, Chairman
Department of the Navy
OPNAV - 09B1
Room BD778, Pentagon
Washington, D. C. 20350
Phone: (202) OX 7-6802

March 28, 1974

FEDERAL RECORDS MANAGEMENT OFFICERS

Rules Concerning the
"EV" ALLDREDGE ANNUAL AWARD
For
EXCELLENCE OF LEADERSHIP IN RECORDS MANAGEMENT
In the
FEDERAL GOVERNMENT

1. ORIGIN AND PURPOSE OF THE AWARD

a. The award honors Mr. Everett O. Alldredge, the late Assistant Archivist of the United States for Records Management. Since his retirement, there has been a strong and unanimous desire among Federal records management officers, expressed at annual conferences and elsewhere, to so contribute to the perpetuation of his influence, and to demonstrate a deep appreciation for his career of outstanding leadership and professional excellence in developing, promoting, and administering an effective records management program in the Federal Government.

b. The award also is to recognize Federal records management officers who, over an extended period of time, have consistently demonstrated outstanding leadership in the field of records management; to encourage high standards of performance in this field; and to enhance and further the records management program in the Federal Government.

2. FIELD OF LEADERSHIP

a. Records management is concerned with the totality of transmitted and recorded information, from its creation, through arrangement, dissemination, use, and maintenance, to final preservation or destruction. It includes every type of issuance and document, including correspondence, directives, reports, and forms, and every type of transmitting and recording medium, including paper, microfilm, and magnetic tape.

b. Records management is required in every operation and procedure, as an integral part of administrative support, management information flow, and recorded communications. Its purpose is to develop, channel, and control records in such a way that they contribute most effectively, efficiently, economically, and expeditiously to the accomplishment of the goals and objectives of the organization. Automation, in its many aspects, is a vital additional tool which is available for managing recorded information.

3. ELIGIBILITY FOR THE AWARD

a. Persons who are eligible for the award are: the principal records management officers of the Federal departments, the major secondary components of such departments, and those agencies which report directly to the President; and the directors of the Government-wide records management program, or major functional segments thereof.

b. The period of eligibility shall extend six months beyond retirement or other separation from the position in which eligibility was established.

4. AWARD COMMITTEE

a. The annual recipient of the award shall be determined by an "Ev" Alldredge Annual Award Committee, which shall be elected from among and by those persons who themselves are eligible for the award, except that retired persons who were eligible for the award at the time of retirement also shall be eligible for committee membership.

b. The committee shall consist of five persons, each of whom shall serve for two years (after the expiration of three three-year and two two-year terms, begun in May of 1973). In alternate years, either two or three members, as appropriate, shall be elected. A candidate for each upcoming vacancy shall be nominated by the committee. Other nominations may be made, however, by the persons voting. The award committee shall resolve any tie votes, and subsequently shall fill any vacancy which is caused by resignation from, or incapacity to serve throughout, an elected term.

c. The committee is responsible, annually, for revision, as necessary or appropriate, and disseminating the rules concerning the award; obtaining nominations and recommendations for the award; selecting the recipient of the award; obtaining the award; preparing the accompanying citation; arranging for the presentation of the award; arranging for and conducting the election of its membership, as indicated above; and the election of its own chairman.

d. The chairman of the committee, who shall be elected each year, is responsible, annually, for scheduling and conducting meetings of the committee; designating a recorder, who shall maintain records of committee meetings and other actions, and handle and account for available funds; and for facilitating and executing the decisions and plans of the committee.

5. NOMINATIONS FOR THE AWARD

a. Any eligible person may be nominated for the award by any active duty person who himself is eligible for the award, by the immediate superior or agency head of such person, or by any member of the award committee.

b. A nomination may be made in writing or orally to any member of the award committee, and should contain whatever information and justification the committee might need in a particular case to properly weigh the qualifications of the nominee.

c. Among the qualifications of nominees to be considered by the award committee shall be the nominee's leadership influence within his own department or agency, among other department or agency records managers, and generally outside those areas; and previous awards or recognition received by the nominee in the field of records management.

d. Nominations should be received by the committee by 15 April of each year.

e. When the award committee has tentatively selected the recipient of the award, it shall obtain and consider, prior to final designation, the recommendation of the person's immediate or higher level superior. Similarly, if the selectee is the records management officer of a secondary component of a department, the recommendation of the records management officer of the department will be obtained; or, if he is the director of a functional segment of the Government-wide records management program, the recommendation of the director of the overall program will be obtained.

6. SELECTION OF RECIPIENT

a. The award committee will review all nominations, and make the final selection of the individual to be the recipient.

b. The decision will be based on the majority vote of the committee members, as to which nominee has made the most outstanding leadership contribution to the Federal records management program.

7. DESCRIPTION OF THE AWARD

a. The award shall consist of a silver tray, a plaque, or other suitable gift, as determined by the committee, and shall be appropriately engraved.

b. A citation, briefly summarizing the recipient's contributions, shall accompany the gift.

8. TIME AND PLACE OF PRESENTATION AND ELECTION

a. The presentation of the award, and the election of committee members, shall, if feasible, take place at the annual conference of Federal records management officers, which is normally held in May.

b. In the event that the conference is not held, or for other sufficient reason, the presentation and election shall take place at the time and place, and in the manner, which the committee shall determine.